

AMERICAN EMBASSY WINDHOEK VACANCY ANNOUNCEMENT

2015/20

November 04, 2015

OPEN TO: Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members EFM), and Members of Households (MOH)-All Agencies

POSITION: Human Resources Assistant, FSN-7; FP-7

OPENING DATE: November 04, 2015

CLOSING DATE: November 19, 2015

WORK HOURS: Full-Time: 40 hours/week

SALARY: *Ordinarily Resident (OR): N\$ 281,639 pa (Position grade: FSN-7)
*Not-Ordinarily Resident (NOR): Position grade: FP-7 (Final grade will be determined by the appropriate Washington or U.S. Headquarters Office).

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Windhoek is seeking an individual for the full-time position of Human Resources Assistant in the Human Resources Office section.

BASIC FUNCTIONS OF THE POSITION

Provides Human Resources assistance for Locally Employed (LE) staff employees. Works with HR Specialist and second HR Assistant to ensure LE staff personnel operations operate smoothly and effectively. Provides back up support for US direct hire (USDH) personnel issues, in the absence of the HR Specialist. Provides administrative support to MGT Officer as needed. Serves as Mission Namibia Master Timekeeper

HR SUPPORT FOR LOCALLY EMPLOYED (LE) STAFF

- a. **Recruitment:** Manages the recruitment program in accordance with ICASS standards, ensuring positions are filled in an equitable and transparent fashion for all agencies supported via ICASS. Drafts and publishes vacancy announcements, both internal and external. Works with selecting official to determine area of consideration and advises on advertising options. Utilizes petty cash to fund placement of announcements via external on-line system. Screen applications against position requirements. Conducts pre-employment tests as required. Arranges and attends interviews as HR subject matter expert. Prepares/issues job offer (both tentative and formal). Requests security and medical clearances. Conducts new employee orientation. Serves as expert on recruitment, responding to questions from internal customers (employees, selecting officials) and outside applicants.

- b. **Benefits:** Serves as POC for Pension Fund, Social Security and Medical Aid. Registers new employees and coordinates updates/changes in family status for current employees. Responsible for terminating membership in programs for those employees who have departed.
- c. **Records/Data Management:** Maintains LE Staff personnel records, protecting personally identifiable information (PII) in accordance with Privacy Act and internal guidelines. Maintains LE Staff information in the automated personnel database (WebPass Post Personnel). Ensures data in system is accurate and up to date for both new and existing staff. Uses system to prepare reports such as staffing patterns and other ad hoc reports as required. Monitors PSA, updating as needed to ensure validity. Generates personnel actions via the system, follows with cable communication to payroll office when needed.
- d. **Performance Management:** Primary POC for LE Staff performance management. Ensures LE Staff performance evaluations (Employee Performance Report - EPR) are completed on time and in accordance with regulations. Monitors evaluation due dates and sends out notices/reminders well in advance of due dates. Responds to questions regarding the EPR program from employees and supervisors questions.
- e. **Training:** Administers the LE Staff training program, ensuring program is followed and employees receive training to support successful completion of their duties. Advises staff/supervisors of internal training options and assists with training nominations. Ensures Employment Agreements are signed as required and advises employees on impact of failing to complete course and/or not attending. Arranges for travel insurance for course outside Namibia.
- f. **Classification:** Utilizes State classification system (MClass) to classify local positions. Ensures that positions are classified in an equitable and transparent fashion. Refers higher level and more complicated cases to the HR Specialist or HRO.
- g. **Other:** Well versed on Namibian Labor Act, able to respond to questions and provide advice/guidance related to employment laws. Drafts updates to the LE Staff/FSN Handbook. Prepares HR related MGT Notices and Procedures.
- h. **Serves as Master Timekeeper:** Responsible for the bi-weekly submission of the Time and Attendance (T&A) for Mission Namibia. Utilizes Department of State system to submit enter and submit T&A. Serves as primary POC for all payroll issues for State Department (LE Staff and American) employees and CDC, MCC, PC and DAO LE Staff employees. Serves as expert on T&A system. Provides training and support to office/section timekeepers as needed.

OTHER DUTIES

Administrative Support: Maintains Leave Calendar for all Management Sections. Provides Administrative support to MGT Officer in the absence of the Administrative Assistant.

Performs other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available from the Human Resources Office.

Please contact the HR Office at e-mail HROWindhoek@state.gov

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

- a. **Education:** Three (3) Year Degree in HR Management or Industrial Psychology or Organizational Development or Public Administration or Business Administration or Commerce is required.

- b. Prior Work Experience: Three (3) years experience in Human Resources and Administration is required.
- c. Post Entry Training: LE Staff Personnel Training, Time and Attendance Training, Local Compensation and benefits Training, Web PS Post Personnel online training, and MCLAS classification training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

English Level IV written and spoken English
- e. Job Knowledge: Thorough job knowledge of all Department referral material. Ability to draft routine correspondence with minimum supervision. Knowledge of Privacy Act requirements as they relate to personal information.
- f. Skills and Abilities: Advanced ability to use Microsoft Office Programs including Excel. Ability to work in a high stress environment. Ability to use Internet for research purposes. Ability to establish and maintain working and mid-level contacts. Ability to interpret Namibian Labor Law and Namibian Immigration Law. Advanced administrative skills and ability to counsel and mentor peers. Must exercise considerable discretion in handling human resources matters. Must be able to work with both American and Foreign National employees, at various levels, up to including senior management/Head of Agency.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested candidates for this position should submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) which is available at <http://windhoek.usembassy.gov/about-us/job-opportunities.html>; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

HROWindhoek@state.gov

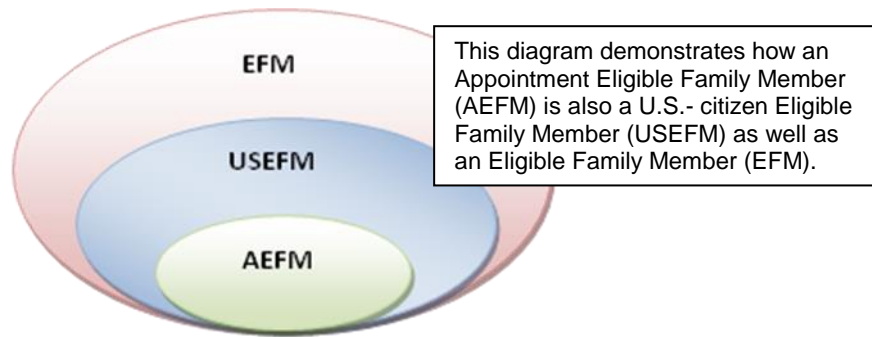
Subject: HRO-Human Resources Assistant

CLOSING DATE FOR THIS POSITION: November 19, 2015

The U.S. Mission in Namibia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A - DEFINITIONS



1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a U.S. citizen; and*
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - *Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and*

- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).